

Technical Branch
Personnel Group
Technical Series

PERSONNEL TECHNICIAN II

09/92

Summary

Under general supervision, supervises and performs complex personnel administration work of an assigned function; performs related duties as required.

Typical Duties

Supervises the processing of personnel requisitions to fill job vacancies; advises department heads and other hiring authorities on hiring and promotional policies, and ensures that rules are uniformly applied. In-processes new hires and requests paperwork from current departments on promotees; processes employee information into the PERMIS system and reviews and completes insurance enrollments; coordinates medical exams, drug screening and driver's record checks; maintain the requisition files and verifies against staffing tables.

Supervises and participates in the evaluation of applications & employee records to determine eligibility for examination; supervises the administration of written, oral and practical exams, in coordination with Analysts; scores exams and does computer statistical analysis for review in determining pass points; determines eligibility to veterans, seniority and efficiency points; prepares and ensures accuracy of eligible lists and send exam results to applicants.

Supervises data entry of all application information into the tracking system, and prepares statistical reporting on recruiting and testing activity; prepares job announcements and advertisements.

Plans, assigns and reviews the work of subordinate personnel and evaluates their performance; trains and develops assigned personnel.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and four years of clerical administrative experience including two years of paraprofessional experience in personnel recruitment, placement, test administration, computerized personnel information management systems, benefits enrollment, or a closely related area; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of current office practices and procedures; Considerable knowledge of personnel policies and procedures; good knowledge of automated data entry and retrieval systems; good knowledge of interviewing methods and techniques; some knowledge of statistical methods.

Ability to make arithmetical calculations; ability to research records and extract pertinent information; ability to supervise, train and evaluate subordinate personnel; ability to obtain information through oral interviews; ability to express oneself clearly and concisely both orally and in writing; ability to make presentations in the administration of testing procedures; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to gather and organize data; ability to maintain records and prepare reports.

Skill in the use and care of office equipment.

Director of Personnel

Department Head